



## Deansbrook Infant School

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Headteacher: Carole Catley

### MINUTES OF THE FULL GOVERNING BODY MEETING OF DEANSBROOK INFANT SCHOOL, HELD AT THE SCHOOL ON MONDAY 24<sup>TH</sup> FEBRUARY 2025 AT 6.30 PM

#### PRESENT:

Name	Governor Type	Other Information	Term of Office	Present/Apologies/Absent
Julia Hutton-Squire (JH-S)	Co-opted	Chairman	03/04/2023-02/04/2027	Present
Nickolas Mailer (NM)	Co-opted		27/6/2023-26/06/2027	Present
Jade Cheung (JC)	Co-opted	Co-Vice Chairman	03/04/2023-02/04/2027	Apologies
Nicola Simon (JC)	Co-opted		03/04/2023-02/04/2027	Present
Judith Suissa (JS)	Co-opted		22/11/2022-21/11/2026	Present
Carole Catley (CC)	Staff	Headteacher	Ex-officio	Present
John Parnaby (JP)	Staff		25/01/2022-24/01/2026	Present
vacancy	Parent			
Ryan Hannan (RH)	Parent	Co-Vice Chairman	07/10/2021-06/10/2025	Present
Penka Georgieva Mihov (PGM)	Parent		07/11/2023-06/11/2027	Present
vacancy	Parent			
Ben Amoah (BA)	Parent		07/11/2023-06/11/2027	Apologies
Hugh Rayner (HR)	LA		28/02/2022-27/02/2026	Present
Caroline Winston	Clerk			In attendance

### PART ONE

#### 1. WELCOME & INTRODUCTIONS

1.1 Governors were welcomed to the meeting.

#### 2. ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

2.1 Consent was recorded to apologies for absence submitted on behalf of Ben Amoah and Jade Cheung.

#### 3. DECLARATION OF PECUNIARY INTEREST

3.1 No business or other interests were declared for this meeting.

3.2 Governors were reminded to complete the GovernorHub declaration form if they had not already done so.

#### 4. MINUTES OF THE MEETING HELD ON 26<sup>TH</sup> NOVEMBER 2024 AND MATTERS ARISING/ACTIONS

4.1 The Part I Minutes of the meeting held on 26<sup>th</sup> November 2024 were confirmed, initialled, and signed by the Chair.

4.2 Arising from the minutes:

4.3 Item 6.8 Organise an extraordinary meeting of the FGB to discuss academisation It was confirmed that this meeting had taken place on 8<sup>th</sup> January 2025.

4.4 Governors had had an in depth discussion about academisation and a majority had voted in favour of remaining as is at present, rather than becoming an academy.

4.5 The Headteacher had notified the Executive Headteacher of the Trust about this decision.

4.6 The Junior School had since placed an advertisement for a new Headteacher.

4.7 Governors were reminded that, during their meeting, a decision had also been made to continue to approve spending which was for the benefit of the children, despite the deficit budget.

4.8 The Headteacher reported that Jo Suter, School Finance Consultant, would be supporting the school in the management of their deficit budget. She would be going into school in the summer term when the new

budget was in place for the financial year 2025-2026. Suggestions would be provided on potential financial cuts which could be made, and preparatory documentation had already been sent to her for review. The Headteacher added that Jo Suter would also be meeting with the Finance Committee.

- 4.9 Item 6.9 Find out what the governance structure was for AIM Academies Trust This had been completed.
- 4.10 Item 7.27 Email school flyer to local nurseries The Headteacher reported that leaflets had been given to parents who had links to local nurseries.
- 4.11 Governors were informed that there had been 44 first choice applications for Reception in September this year, and the majority of these children currently attended the Nursery.
- 4.12 Item 7.28 Organise open morning for prospective families The Headteacher said that she had found running small group tours of the school more effective than the open morning, as these could be personalised.
- 4.13 Governors were informed that the new school website was now live and held a wealth of information for prospective parents.

## 5. REPORT OF THE HEADTEACHER

- 5.1 The report of the Headteacher, copies of which had been previously circulated, was received and noted.
- 5.2 Arising from the report:
- 5.3 Achievement and Progress A full breakdown of data had been shared with governors and the Headteacher said that this had been analysed in detail at the recent Curriculum, Attainment and Standards Committee meeting.
- 5.4 The Headteacher reassured governors that interventions had already been put in place for Year 1 and small groups were meeting two to three times a week to work on Phonics.
- 5.5 **ASKED** about the differing progress of Red class and Blue class, the Headteacher said that this was cohort specific.
- 5.6 Mental Health and Wellbeing It was noted that during the week commencing 3<sup>rd</sup> February, the school celebrated Children's Mental Health Week. There had been a special assembly when the children were taught different strategies to self-regulate, they learnt about Lion roaring, Puffa Fish breathing and Rainbow breathing as ways to calm themselves if they were feeling anxious or worried.
- 5.7 The children had also participated in a yoga session where they were taught a few basic positions and experienced gong meditation time as a form of sound healing to help relaxation and emotional release.
- 5.8 Various activities had also taken place in class, related to mental health and well-being, and the week concluded with a 'wear your own clothes to school' day, when the children could wear anything that represented their own uniqueness.
- 5.9 At the last Pupils, Parents and Community committee meeting the school council had spoken to the Governors about the techniques that they had learnt and even persuaded the committee to join in some rainbow breathing with them.
- 5.10 The staff had also focused on their mental health and a 'cake and chat' session had been organised after school as an opportunity for staff to relax a little and have time to meet with colleagues.
- 5.11 The Headteacher recorded her thanks to Mrs Griffiths, the school mental health lead, for organising the week.
- 5.12 Quality of Teaching The Headteacher reported that the school had been researching a new English writing scheme as it was felt that the current curriculum needed re-modelling to meet the needs of the children.
- 5.13 The leadership team had thoroughly considered several different schemes and observed one of the schemes being implemented in another school.
- 5.14 A decision has been made to use 'I'm a Clever Writer' which was an approach rather than a scheme, as schemes could often be too prescriptive. The Headteacher explained that this approach was far more in line with the educational ethos of the school and broke the learning down into small steps which were then built upon at a pace that was adapted for the children. She added that it was a skills-based approach, and that new learning was introduced one step at a time, but with consolidation of previously learnt skills. Weekly lessons were planned through a text and staff created a WAGOLL for each lesson. This acronym stands for 'What A Good One Looks Like' and referred to high-quality modelling of writing which was used to guide the children towards producing exceptional writing.
- 5.15 The Headteacher said that there was a one-off cost for this approach for writing, which included the company coming into school to provide training for the SLT and then the whole staff would receive this training on 1<sup>st</sup> September 2025.
- 5.16 **ASKED** whether pupils used pens in Key Stage 1, it was explained that they used pencils. Pencil grips were provided to those children who needed them, particularly left-handed children, who were also provided with a paper wedge.

- 5.17 **ASKED** when this new approach to writing would be launched with the children, the Headteacher said that this would be trialled in one class during the Summer term, before being launched in the Autumn term for the rest of the school.
- 5.18 **ASKED** what the cost of this scheme was, the Headteacher said that this was £1900, which included a reduction on the usual cost for primary schools.
- 5.19 School Development Plan The information was noted.
- 5.20 CPD The list of training was noted and the Headteacher highlighted that the school was continuing its work on maximising the use of TAs in the classroom.
- 5.21 Website The Headteacher said that she was delighted with the new website and said that it was now being monitored and updated regularly.
- 5.22 A new health and wellbeing section had been added, and the SEND section had been extended.
- 5.23 Staffing The updates were noted.
- 5.24 Breakfast Club and Rainbow Club The Headteacher reported that the wrap-around care provision continued to take place before and after school.
- 5.25 The number of children attending breakfast club had reduced and there were, on average, about 5-6 children each day.
- 5.26 The school registered for the pilot of the Government free breakfast club scheme. However, after thoroughly considering the costings and the amount being paid by the government (60p per child / 78p per PP child) the scheme was not financially viable, and the school would almost certainly lose money.
- 5.27 The Headteacher said that a decision had therefore been made not to be part of the pilot scheme.
- 5.28 Governors were informed, however, that the free breakfast for all primary school children was scheduled to become statutory in April 2026. The school business manager would be discussing this on a committee she was on with other schools in financial difficulty, as the school wanted to provide this but could not afford to do so.

## 6. REPORTS OF COMMITTEES

- 6.1 Curriculum, Attainment and Standards Committee The minutes of the meeting held on 20<sup>th</sup> January 2025, copies of which had been previously circulated, were received and noted.
- 6.2 Finance and Premises The minutes of the meeting held on 24<sup>th</sup> January 2025, copies of which had been previously circulated, were received and noted.
- 6.3 Pupil, Parents and Community The minutes of the meeting held on 12<sup>th</sup> February 2025, copies of which had been previously circulated, were received and noted.
- 6.4 A brief update was provided on the work a governor was undertaking at her company for the potential donation of laptops to the school.

## 7. UPDATE ON SAFEGUARDING

- 7.1 The Headteacher reported that there were currently two children on Child Protection (CP) plans.
- 7.2 Two children were on Child in Need (CIN) plans and a third was potentially going to be moving to this category.
- 7.3 There were also two open cases at present and one family who were accessing Early Help service.

## 8. RATIFICATION OF POLICIES

- 8.1 The following policies had been reviewed in detail by the committees and had been shared for approval by the full governing body:
- Behaviour and Relationships Policy
  - Pay Policy
  - Mental Health & Wellbeing Policy
  - Safeguarding and Child Protection Policy
  - SEND Policy
- 8.2 After full consideration the policies were **RATIFIED**.

## 9. BELS DIRECTOR'S REPORT

- 9.1 The document was noted.

## 10. GOVERNOR SUPPORT AND DEVELOPMENT

- 10.1 Governors were reminded to log any training they attended on their personal training profile on GovernorHub.

**11. ANY OTHER BUSINESS**

- 11.1 Water Leak The site manager reported that it had recently been detected that there was an underground water leak within the grounds of the school. Affinity Water had advised that the responsibility of the cost of the repairs for this would be the responsibility of the schools onsite. Initial investigations had highlighted that the leak was losing 20 litres of water per minute and therefore repairing this fault was extremely urgent.
- 11.2 Three quotations were being sought for this work and if the cost was over £20,000, the LA would be asked for financial support.
- 11.3 **ASKED** whether this could be covered by the premises insurance, it was reported that it could not.
- 11.4 Presentation to previous Chair The Headteacher presented Julia Hutton-Squire with some gifts and thanked her for her invaluable support as Chair over the last 12 years.

**12. ANNUAL MEETING SCHEDULE 2024-2025**

- 12.1 The meeting schedule had been emailed to Governors and was available in the calendar on GovernorHub.

**13. DATE OF NEXT MEETING**

- 13.1 The dates of the next meetings were confirmed as:
  - **Wednesday 21<sup>st</sup> May 2025 at 8.00 pm (budget ratification)**
  - **Tuesday 17<sup>th</sup> June 2025 at 6.30 pm**

**14. CONFIDENTIAL ITEMS**

- 14.1 A discussion was held on confidential items, which were subject to separate confidential minutes.

Signed:.....  
Chair of Governors

Date:.....